



CALIFORNIA SENATE FELLOWS

Instructions to Recommenders



_____ (*name of applicant*) is requesting that you write a letter of recommendation in support of her/his application to the 2006-2007 California Senate Fellows program. The fellowship is jointly sponsored by the Center for California Studies at California State University, Sacramento and the state Senate. The postmark deadline for all application materials is **February 22, 2006**.

Fellows earn 12 units of graduate credit and serve as full-time legislative staff assigned to Senate offices in the Capitol. They conduct research, develop legislation, analyze bills, write speeches and press releases, meet with lobbyists, and assist with constituent inquiries and casework.

There are many desirable characteristics associated with prospective fellows – including maturity; intellectual ability; initiative; flexibility; integrity; poise; civic mindedness; and exceptional analytical, organizational, interpersonal, leadership, and written and oral communication skills.

We appreciate your thoughts regarding this applicant's potential for becoming a successful Senate Fellow. In preparing your letter, please follow these guidelines:

- If possible, use business letterhead and envelope. Include contact information if letterhead is not available.
- Date and sign the letter.
- Seal letter in envelope and sign your name across the seal.
- Return sealed envelope to the applicant so that it can be included with the rest of his/her application packet.
- If there is no other way to comply with the **February 22, 2006**, postmark deadline, mail the letter directly to the program (California Senate Fellows, State Capitol, Room 400, Sacramento, CA 95814).

If you have any questions, please contact the program director at (916) 278-5408 or visit the program Web site at www.csus.edu/calst/senate.